



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Compliance Officer
LCS/OTP

OPEN: May 10, 2023

EXEMPT: Yes

SALARY: (12) \$40.14-\$45.20/hr. DOE

SHIFT: Day

LOCATION: LCS

DURATION: Regular Full-Time

CLOSES: May 24, 2023

JOB CODE:

DIVISION: Administration

DEPARTMENT: LCS

SUPERVISOR: GM

VACANCIES:1

JOB SUMMARY: The Purpose of the Compliance Officer is to Preserve Promote and Protect the Lummi Sche'lang'en by implementing and maintaining compliance standards in the clinical Substance Use Disorder (SUD) services setting, to ensure the highest level of patient care (Lummi Standards of Care), that are commensurate with any applicable Lummi, State and / or Federal Regulations, Rules, licensing requirements, accreditation standards, and internal policies and procedures.

Incumbent conducts risk management and quality assurance activities to detect and resolve clinical actions that do not meet Lummi Standard of Care. The position will ensure each licensed program of Lummi Counseling Services that provides SUD services meets treatment regulations, compliance requirements as well as operates according to legal and recognized established best practices. Incumbent assures program functions are operating according to established quality ethics whilst meeting program goals. Job duties also include but are not limited to, developing, and strengthening the compliance programs, reviewing, developing, and updating policies, reviewing employee's adherence to established clinical standards, responding to policy violations relational to compliance matters, providing compliance training to employees on fraud, waste and abuse and advising management on possible compliance risks.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Ensure policies and procedures related to (SUD) Substance Use Disorder services are maintained and are in compliance with Federal, State and Lummi Standards of Care.
2. Evaluate, develop and implement policies, procedures and practices designed to provide quality professional Substance Use Disorders (SUD) services that protect the social, spiritual and cultural sovereignty of the Lummi People.
3. Ensure all employees are in clinical compliance.

4. Ensures the confidentiality of Substance Use Disorders Patient records as set forth in 42CFR Part 2.
5. Provides training on fraud, waste, and abuse laws applicable to state and federal billing regulations, (False Claims Act 31 3729 – 3733) assuring programs will only bill for SUD medically necessary services that are fully supported by the documentation within the clinical records.
6. Trains all staff on mandated reporting processes.
7. Conducts compliance training in relation to the 'golden thread' quality standards of clinical documentation and record keeping.
8. Receives, reviews, and investigates suspected compliance concerns or violations reported by employees and works with SUD services leadership and when necessary, the Office of Reservation Attorney on any 'found' violations or audit discoveries to determine appropriate steps and corrective action plans.
9. Develops a non- retaliation policy regarding good faith reporting of compliance concerns.
10. Establishes an employee 'anonymous drop box' and compliance report form accessible to all staff no matter their role in the program's.
11. Compiles and provides detailed monthly compliance reports and advises management on the company's compliance standards.
12. Conduct regular random audits of clinical charts, company procedures, practices, and documents to identify possible weaknesses or risks and provide quality improvement recommendations.
13. Evaluate and review all operation procedures, policies, and program manuals for each area.
14. Will be responsible for ensuring compliance with tribal, federal, and state regulations for state licensed Outpatient Program, OTP Healing Spirit Clinic and New Life Center (X'awes Helist Ew'xw) Stabilization & Recovery Services.
15. Ensures keeping up with compliance requirements and amendments to program regulations.
16. Maintains communication with compliance regulators (DEA) and other state, and federal offices to keep up on new changes in regulations.
17. Develop and maintain a compliance record keeping system.
18. Attend all meeting s that are relevant to compliance when requires.
19. Other related duties required by supervisor.

MINIMUM QUALIFICATIONS:

- Bachelor's degree Tribal Governance and Business Management (TGBM), Business Administration, Public Administration, or related field; and
 - Two (2) years of experience as a compliance officer, or policy development, or related experience; **OR**
- Master's degree in Business Administration, Public Administration, or related field.
- Willing to obtain, at the earliest opportunity, an accredited Compliance Management certification.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Computer skills and be able to write a report that is concise and legible.
- Ability to formulate compliance policies, procedures, and related documents.
- Ability to effectively train employee on compliance requirements
- Ability and willingness to respond to emergency and/or crisis situations.
- Effective research and professional networking skills,

- Exceptional ability study, formulate compliance policies, procedures, and related documentations.
- Good knowledge of legal requirements and procedures
- Highly analytical with strong attention to detail.
- Must be a positive role model; no dysfunctional habits, attitudes, or actions.
- Must be highly motivated and demonstrate good communication skills.
- Ability to maintain confidentiality at all times.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Must be reliable and dependable
- HIV/AIDS and Airborne pathogens 8 hour training or willing to take next available training.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov. For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991